



# APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Instructional Services Division of Special Programs Program for Exceptional Children Evaluation and Assessment Unit	Application Number <b>82-18</b>	
Application Number		Date Received <b>JAN 18 1982</b>	Date Completed <b>JAN 20 1982</b>
2. Person to Contact <b>Larry Callaway</b>		Working Title <b>Coordinator</b>	Telephone Number <b>656-6319</b>
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest _____ Latest _____ <b>FY 78   Present</b>		5. Records Series Title (followed by title used in office, if different) <b>Special Educational Programs Annual Report Files</b>	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?  The Evaluation and Assessment Unit is responsible for planning and implementing a statewide evaluation of public agencies' programs for exceptional children. The Unit conducts on-site visits in order to verify that state and local agencies' special education programs are in compliance with state and/or federal law, rules and regulations; identify areas in which technical assistance is needed in order to help define solutions to problems that interfere with special education program effectiveness; and to identify and disseminate data that can be used for local, regional and statewide planning for Georgia's exceptional students. The Unit also prepares individual evaluation reports of an agency's special education program, and compiles data from LEA and State School and Institution reports into annual summary reports.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: <b>summarizing monitoring reports of individual LEA systems.</b>  Included are: <b>Annual reports containing the overview of the monitoring process, results of comprehensive monitoring activities, comparison of previous years total comprehensive monitoring, and future directions and summary report.</b>  File is arranged: <b>chronologically by fiscal year.</b>			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <b>1 report per year</b>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
NA		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.   |
| b. Statute of limitation | _____ years. | e. Administrative need            | 3 _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.   |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Based on administrative reference requirements,

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Office Reference Copy - Hold in current files area until no longer needed for reference; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>A. Wayman Culp</i>	<i>1/12/82</i>	<i>Walker Baumgardner</i>	<i>1-12-82</i>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	<i>1-26-82</i>
		Secretary of State/Designee	<i>1-25-82</i>
		Attorney General/Designee	<i>1-26-82</i>